

Mass Fatality Management Guide for Healthcare Entities

SAMPLE HICS DECEDENT AFFAIRS GROUP SUPERVISOR JOB ACTION SHEET

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial _____
 Position Reports to: Medical Care Branch director Signature: _____
 HCC Location: _____ Telephone: _____
 Fax: _____ Other Contact Info: _____ Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Medical Care Branch Director. Obtain Decedent Affairs Group activation packet.		
Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.		
Notify your usual supervisor of your HICS assignment.		
Determine need for and appropriately appoint Decedent Affairs Group staff, distribute corresponding Job Action Sheets and position identification. Complete a unit assignment list.		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.		
Brief Decedent Affairs Group staff on current situation; outline unit action plan and desingate time for next briefing.		
Confirm the designated Decedent Affaris Group area is available, and begin distribution of personel and equipment resources. Coordinate with the Medical Care Branch Director and regularly report status.		
Assess problems and needs; coordinate resources managment.		
Determine need for establishing surge morgue facilites.		
Obtain assistance from the Transportation Unit Leader for transporting decedents (from one area to another withing the facility). Ensure that all transporting devices are removed from under the decedent and returned to the Triage Area.		
Instruct all Decedent Affairs Group members to periodically evaluate equipment, supplies, and staff needs and report status to you; collaborate with Logistic Section Supply Unit Leader to address those needs; report status to Medical Care Branch Director.		
Coordinate contact with external agencies with the Liaison Officer, if necessary.		
Monitor decedent identification process.		
Enter decedent information in ReddiNet, if appropriate.		

Mass Fatality Management Guide for Healthcare Entities

Immediate (Operational Period 0-2 Hours)	Time	Initial
Coordinate with the Patient Registration Unit Leader and Family Information Center (Operation Section) and the Patient Tracking Manager (Planning Section).		
Contact the Security Branch Director for any morgue security needs.		
Document all communication (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit in the Planning Section.		
Immediate (Operational Period 2-12 Hours)	Time	Initial
Maintain master list of decedents with time of arrival for Patient Tracking Manager.		
Ensure that all personal belongings are kept with decedents and/or are secured.		
Ensure all decedents are covered, tagged and identified where possible.		
Monitor death certificate process.		
Facilitate regular meetings with Inpatient Unit Leader and Casualty Care Unit Leader for updates on the number of deceased & status reports. Relay information to Morgue staff.		
Implement surge morgue facilities as needed.		
Continue coordinating activities in the Decedent Storage Unit.		
Ensure prioritization of problems when multiple issues are presented.		
Coordinate use of external resources; coordinate with Liaison Officer if appropriate.		
Contact the Medical Care Branch Director and Security Branch Director for any morgue security needs.		
Develop and submit a Decedent Affairs Group action plan to the Medical Care Branch Director when requested.		
Ensure that documentation is completed correctly.		
Advise the Medical Care Branch Director immediately of any operational issue you are not able to correct or resolve.		
Ensure staff health and safety issues are addressed; resolve with the Safety Officer.		
Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor the Decedent Affairs Group's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Coordinate assignment and orientation of external personnel sent to assist.		
Work with the Medical Care Branch Director and Liaison Officer, as appropriate on the assignment of external resources.		
Rotate staff on a regular basis.		
Document actions and decisions on a continual basis.		
Continue to provide the Medical Care Branch Director with periodic situation updates.		

Mass Fatality Management Guide for Healthcare Entities

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and adverse behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information		

Demobilization/System Recovery	Time	Initial
Release decedents as per facility policy, ensuring all documentation and proper identification are complete.		
As needs for the Decedent Affairs Group decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner, in coordination with the Demobilization Unit Leader		
Ensure the return/retrieval of equipment/supplies/personnel.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, brief the Medical Care Branch Director on current problems, outstanding issues, and follow-up requirements.		
Upon deactivation of your position, ensure that all documentation and Decedent Affairs Group Orientational Logs (HICS Form 214) are submitted to the Medical Care Branch Director.		
Submit comments to the Medical Care Branch Director for discussion and all possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

ASSOCIATED TOOLS AND RESOURCES

The following resources provide supplemental information, and can be used to support plan development:

- Incident Action Plan
- Form 207 – Incident Management Team Chart
- Form 213 – Incident Message Form
- Form 214 – Operational Log
- Mass Fatality Plan
- Mass Fatality Incident/Decedent storage Unit Assignment List
- Decedent Tracking Log
- Decedent Information Form
- Healthcare entity emergency operations plan
- Healthcare entity organization chart
- Healthcare entity telephone directory
- Key contacts list
- Radio/satellite phone